

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1520.36
N951G3
21 March 1994

OPNAV INSTRUCTION 1520.36

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: RESERVE OFFICERS FOREIGN EXCHANGE PROGRAM

Ref: (a) DoD Directive 1215.15 of 29 Dec 86 (NOTAL)
(b) SECNAVINST 1520.13 (NOTAL)
(c) SECNAVINST 5510.34 (NOTAL)

Encl: (1) Sample Position Description
(2) Sample Letter Application
(3) Schedule of events

1. **Purpose.** To provide guidance, assign responsibilities, and issue application procedures for the Reserve Officers Foreign Exchange Program.

2. **Background.** The Office of the Secretary of Defense (OSD) Reserve Officers Foreign Exchange Program is designed to foster greater understanding and cooperation between the Reserve components of the United States military and other countries. The period of the exchange is 2 to 4 weeks. This instruction amplifies guidance in references (a) and (b) to provide procedures for the administration and coordination of the exchange program. Those references shall take precedence should any guidance conflict with this instruction.

3. **Responsibilities**

a. The Chief of Naval Operations (CNO) (N095) serves as Reserve Officers Foreign Exchange Program Administrator to ensure:

(1) Liaison between the Office of the Assistant Secretary of Defense for Reserve Affairs (OASD(RA)) and the Commander, Naval Reserve Force (COMNAVRESFOR), to provide nomination criteria, timelines, and other information as necessary, including:

(a) Forwarded to ASN (M&RA) the applications of USNR candidates nominated by COMNAVRESFOR for exchange duty. Per references (a) and (b), ASN(M&RA) will screen nominations and provide names of selectees to the Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)).

(b) Upon approval by OASD(RA), notify individuals selected and provide USNR selectees with detailed guidance on travel procedures, appropriate uniforms and other pertinent information.

(c) Provide current copy of the Memoranda of Understanding (MOU) between the U.S. and the respective exchange countries to COMNAVRESFOR.

(d) Establish criteria and guidelines for designating host commands for foreign officers. As a matter of policy, USNR commands will be used whenever possible; however, USN commands may be used if appropriate USNR platforms are not available. If USN commands are used, CNO (N095) will provide the coordination.

(e) Provide security clearances, position descriptions (PDs) and detailed itineraries for United Kingdom (UK), Federal Republic of Germany (FRG) and other foreign Exchange Officers to Navy International Programs Office (Navy IPO) not later than 30 days prior to the arrival of foreign participants to the U.S.

b. COMNAVRESFOR will:

(1) Designate an officer to serve as Reserve Officers' Foreign Exchange Program Manager.

(2) Budget adequate Active Duty Training (ADT) funds to support the Reserve Officers Foreign Exchange Program.

(3) Advertise opportunities in messages and other appropriate forums.

(4) Screen applications and convene a selection board to nominate USNR candidates based on the relevancy of foreign exchange duty to the member's mobilization billet, the member's competence, sustained superior performance and potential for



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serving as an informed representative of the U.S. Naval Reserve. Fluency in the language of the host country is desirable but not required unless stipulated under the terms of specific agreements. COMNAVRESFOR may issue additional selection criteria as necessary.

(5) Rank in order of preference for nomination the candidates selected by the selection board and forward their names and personal biographies to CNO (N095).

(6) Upon approval by OASD(RA), COMNAVRESFOR will publish the names of Naval Reserve selectees via appropriate means.

(7) Provide ADT orders and coordinate travel arrangements (including appropriate country clearances) for USNR selectees.

(8) Provide Invitational Travel Orders for foreign officers, including transportation arrangements as agreed upon in the respective MOUs.

(9) Task Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR) and Commander, Naval Air Reserve Force (COMNAVAIRESFOR) to identify host commands for Reserve exchange officers being hosted by the U.S.

(10) Ensure USNR host commands develop detailed PDs and complete itineraries for the visiting foreign officer in order to secure authorization for foreign access to classified information and Department of the Navy facilities. Provide PDs, itineraries, security clearances and biographies of each foreign officer to Navy IPO not later than 30 days prior to the arrival of the officer. A sample PD is provided at enclosure (1).

c. COMNAVAIRESFOR and COMNAVSURFRESFOR will:

(1) Identify appropriate host commands for foreign exchange officers based on information and guidance provided by COMNAVRESFOR.

(2) Ensure host commands identify relevant, tailored training itineraries for each exchange officer. Host commands must also provide itineraries and detailed PDs (per reference (b)) to COMNAVRESFOR which identify systems, components and documents to which the foreign officers will need access.

(3) Coordinate with host sites and other appropriate commands to arrange training schedules for incoming exchange officers. Emphasis should be given to assigning foreign officers to Reserve-related activities when possible. To avoid communications and logistics problems individuals should be assigned through an Air Wing or Group Staff for further assignment to a specific squadron or ship.

(4) Ensure host commands comply with security regulations governing training of foreign nationals as outlined in reference (c).

d. **USN Activities.** When Reserve platforms are not available, CNO (N095) will coordinate with appropriate USN activities to identify a USN host site. The USN activities will:

(1) Identify suitable host commands for foreign officers.

(2) Identify relevant, tailored training itineraries for each exchange officer. Host commands must also provide detailed itineraries and PDs (enclosure (1)) to CNO (N095) which identify systems, components and documents to which the foreign officers will need access.

4. Application Procedures for USNR Participants

a. Individuals must send a letter request via their administrative chain of command to the President of the Reserve Officers' Foreign Exchange Program Selection Board. A sample letter is provided at enclosure (2).

b. Letters of application should provide:

(1) Explanation of the individual's qualifications for participation in the Reserve Officers' Foreign Exchange Program.

(2) Country preference. Country preference based on the countries identified in the yearly COMNAVRESFOR message announcing the program.

(3) Personal history, including educational background and military career highlights. Since the personal history will be provided directly to the host country, it is imperative the information be complete and written in non-technical language to avoid misunderstandings in translation; minimize use of

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acronyms. The biography should be typed rather than handwritten. See enclosure (2) for an example.

(4) Current official, full-length photograph (khaki uniform) (NAVPERS 1070/10) (Rev. 3-93).

(5) ADT application (NAVRES 1571/15) (Rev. 2-93) with unit and personal information completed. Leave dates blank. Members will report to CNO (N095) for further assignment if selected. Details will be provided to selectees after notification.

(6) COMNAVRESFOR will enter the application in Reserve Financial Management System (RESFMS) after OASD(RA) has approved the list of selectees.

(7) The first endorsement should specifically comment on the member's unique qualifications to serve as a representative of the U.S. Naval Reserve, and must certify the member's security clearance information and ensure physical readiness test/body fat standards are met.

5. Selection Criteria. Selection for the program is based on the needs of the host country and the qualifications of the individual applicants. USNR officers in the grades of Lieutenant (03) through Commander (05) are eligible for the program. Fewer than 10 USNR officers will be selected each year, therefore, previous participants will not be considered.

6. Schedule of Events. Enclosure (3) provides a program outline with a timeline of events.

7. Action. Addressees will take the necessary action to ensure the Naval Reserve Officers' Foreign

Exchange Program is conducted in accordance with the basic policies of this instruction. Addressees will ensure widest distribution to subordinate activities.

8. Forms. The following forms are available in the Navy Supply System using requisitioning procedures contained in NAVSUP P-2002, Navy Stock List of Publications and Forms:

a. NAVRES 1571/15 (Rev. 2-93), Request for Training Orders, S/N 0117-LF-015-3900

b. NAVPERS 1070/10 (Rev. 3-93), Officer Photograph Submission Sheet, S/N 0106-LF-010-7059

S. R. ARTHUR

Vice Chief of Naval Operations

Distribution:
SNDL Parts 1 and 2

Chief of Naval Operations (N09B34)
2000 Navy Pentagon
Washington DC 20350-2000 (150 copies)

SECNAV/OPNAV Directive Control Office
Washington Navy Yard Bldg 200
901 M Street SE
Washington DC 20374-5074 (60 copies)

Stocked:
Naval Aviation Supply Office
ASO Code 103
5801 Tabor Avenue
Philadelphia PA 19120-5099 (500 copies)

SAMPLE POSITION DESCRIPTION

1. NAME AND RANK OF FOREIGN EXCHANGE OFFICER:

Laramie, David O., FLT LT

2. LOCATION AND DATES OF TDY:

LOCATION

DATE _____

Naval Air Reserve Center Moffett
Naval Air Station
Moffett Field, CA 94035-5012

13-25 August 1994

3. POSITION TITLE: Operations/Intelligence Officer

- 4.
- DESCRIPTION OF TRAINING TO BE ACCOMPLISHED:

Training will be performed at Naval Air Reserve Center Moffett and various other Reserve Air Activities in the Moffett Field vicinity. His training will include day and nighttime familiarization flights aboard ORION P-3 aircraft. Included in his training will be an orientation to flight simulators and a tactical trainer system. Additionally, Flt Lt Laramie will be given a tour of the following air squadrons located at Moffett Field:

- Attack Squadron (VA-304)
- Fleet Logistics Support Squadron (VR-55)
- Helicopter Antisubmarine Squadron (HS-85)
- Helicopter Mine Countermeasures Squadron (HM-19)

5. POINT OF CONTACT:

CDR Randolph G. Carrothers (CO, NARCEN Moffett)

CDR McKnight (XO, NARCEN Moffett)

Telephone: Comm: (415) 400-4790
 DSN: 490-4790/4815

6. SECURITY CLEARANCE.

An eligibility for SECRET access for evolutions mentioned in paragraph 4 is required. Contact with squadron representatives indicates that eligibility for SECRET clearance is required to access specific areas assigned to the squadron/trainer platforms. Access to the aircraft for training flights cannot be sanitized below this level for basic familiarization to ASW operations. Secure or classified publications, OP orders, and related materials will not be disclosed to the UK representative.

7. REMARKS:

Recommend appropriate uniforms for squadron operations as listed in paragraph 4.

Enclosure (1)

SAMPLE LETTER OF APPLICATION

From: Rank, First Name, MI, Last Name, USNR, SSN/Designator
To: President, 199X Reserve Officers Foreign Exchange Program
Selection Board

Via: (1) Unit Commanding Officer
(2) Supporting Reserve Activity
(3) Readiness Command/Naval Air Reserve Site/Air Wing
(as appropriate)
(4) COMNAVSURFRESFOR or COMNAVAIRESFOR (as appropriate)

Subj: APPLICATION FOR 199X RESERVE OFFICERS FOREIGN EXCHANGE
PROGRAM

Ref: (a) (Current COMNAVRESFOR message advertising NR Officer
Service Schools, Exchange Program, and War Games)
(b) OPNAVINST 1520.

Encl: (1) Personal History
(2) NAVPERS 1070/10 (Official Full-Length Khaki
photograph)
(3) NAVRES 1571/15 (ADT Application)

1. I am applying for the 199X Reserve Officers Foreign Exchange Program as advertised in reference (a). Enclosures (1) through (3) are provided as required by reference (b).

2. My preference of exchange countries is (list in order of preference between Federal Republic of Germany and the United Kingdom. If you do not wish to be considered for one of these two countries be sure to make that clear).

3. My specific qualifications for serving as an exchange officer follow.

(Brief explanation of your qualifications to serve as a representative of the U.S. Naval Reserve).

//Signature//
TYPED NAME

Copy to:
COMNAVRESFOR (Code 412)

Enclosure (2)

SAMPLE

PERSONAL HISTORY OF
LCDR RAYMOND JOSEPH BOWMAN, USNR, 123-45-6789/1115

Address: 1222 N. Edington Street, Apartment 6A
Bethlehem, Pennsylvania 18001
Home Phone: (215) 555-9876

Marital Status: Married; one child

Date of Birth: 25 August 1954

Civilian Occupation: Staff Engineer, Systems Test
XYZ Corporation
Work Phone: (215) 555-1234

Education: 1976 - Bachelor of Science, Electrical
Engineering, Indiana University
1978 - Master of Business Administration,
American University

Reserve Unit: Naval Reserve Combat Logistics Group TWO

Address of sup- Naval and Marine Corps Reserve Center
porting Reserve 1400 Postal Rd
Activity: Lehigh Valley, Pennsylvania 18001
Comm Phone #: (215) 264-8823 (Commercial--FRG & UK do not
FAX #: (215) 264-8843 have DSN access)

Mob Billet: Logistics Officer

Military *Active Duty*
Background: 1979 - Officer Candidate School
1980-83 - USS CONQUEST (MSO 488) First Lieutenant
1982-85 - USS EMORY S. LAND (AS 39), Main
Propulsion Assistant

US Naval Reserve
1985-88 - USS ESTOCIN, (FFG 15), Philadelphia,
Pennsylvania, Auxiliaries Machinery
Officer
1989-91 - Commanding Officer, Naval Reserve
Amphibious Support Unit 1404
1991-Present - Combat Logistics Group TWO Detachment
204, Logistics Officer/Training Officer

NOTE: This will be used by the host country.
DO NOT INCLUDE ACRONYMS OR ABBREVIATIONS

TIMELINE OF EVENTS

- March/April - COMNAVRESFOR issue message advertising NR Officer Service Schools, Exchange Programs, and War Games for upcoming fiscal year.
- February - Applications due at COMNAVRESFOR for upcoming year's Reserve Officers Foreign Exchange Program. Selection board convened by COMNAVRESFOR.
- March - COMNAVRESFOR forward nominations to Office of the Assistant Secretary of Defense (OASD) via the Director of Naval Reserve.
- March - OASD approves selections. COMNAVRESFOR issue message notifying selectees.
- June - 1st increment of USNR exchange officers depart for the United Kingdom.
- June - German exchange officers arrive in the U.S.
- July - United Kingdom exchange officers arrive in the U.S.
- September - 2nd increment of USNR exchange officers depart for the United Kingdom.
- September - USNR exchange officers travel to Germany.
- October - Kickoff meeting for upcoming year's program.